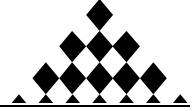


***UNIT 5: INCIDENT COMMAND
SYSTEM ASSIGNMENTS***



INCIDENT COMMAND SYSTEM ASSIGNMENTS**PURPOSE AND SCOPE**

The purpose of this unit is to provide you with the information that you will need to prepare for deployment and to check in, perform your job, and demobilize from an incident. The unit will describe the actions that you must take and the types of activities that you should complete in advance of an incident that will make working at an incident easier for you.

OBJECTIVES

After completing this unit, you should be able to:

- ◆ Assemble a “Go Kit” that includes the things that you will need at an incident.
 - ◆ Check in to the appropriate person at an incident facility.
 - ◆ Identify your main job responsibilities at an incident.
 - ◆ Demobilize from the incident.
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TIME

Completion of this unit should take approximately 1 hour.



INTRODUCTION

This unit will provide you with information that you should know so that you are ready to deploy to an incident and can carry out your duties with minimal delay after reporting. The unit will cover:

- ◆ Pre-deployment readiness.
- ◆ Deployment procedures, including check-in, recordkeeping, and briefing preparation.
- ◆ Demobilization procedures.

Each of these topics is covered in the sections that follow.

Because each State and community has different laws, procedures, and instructions, the topics included in this unit will provide you only with guidelines for each of these topics. For specific information, you may have to consult your State or community's EOP, your work supervisor, your incident supervisor, or other sources.

PRE-DEPLOYMENT READINESS

If you know that you are on a call-up roster of personnel who will work at an incident—or if your day-to-day position is one that would be activated for all incidents reaching a specific size and/or complexity threshold, you will do well to prepare in advance. Attend all required training. Knowing what position you will fill on-scene will help you prepare, but even if you aren't exactly sure when or how you will be deployed, there are some items that you should assemble in advance. Preparing a "Go Kit" in advance will help ensure that you have everything that you will need and will reduce the amount of time between deployment and check-in.

Assembling a "Go Kit"

Your Go Kit should include all of the items that you would need on every incident:

- ◆ Agency/department ID badge.
- ◆ Pens, pencils, markers (both thin- and thick-point).
- ◆ Paper.
- ◆ ICS and other forms (e.g., accident and/or injury forms, inventory forms, etc.) that you will need.
- ◆ The appropriate functional annex to your community's EOP.
- ◆ Other policies, procedures, and instructions that you will (or might) need at the incident.
- ◆ Maps.
- ◆ Masking tape and/or push pins.
- ◆ A clipboard.

Your job also may require a laptop computer and software (e.g., spreadsheets or data bases), a printer, floppy or compact disks, a surge protector, and a supply of paper. While you may not be able to include the hardware in your Go Kit, it will be helpful to assemble everything you can—and fill out any required forms (but leave the date blank) for hardware check-out and have them on hand.

If possible, take some time during lunch breaks to develop a checklist of all of the supplies, hardware, and software that you may need. That way, you can assemble your materials more quickly and check them off the list when you get them together.



Personal Preparedness

You also must consider your personal needs for deployment. Do you take medication on a regular basis? Do you use different glasses for reading or computer use? If so, preparing for your personal needs in advance can help. Some items that you should include in your personal Go Kit are:

- ◆ One or more changes of clothing (including shoes), especially if you could be deployed for some period of time.
- ◆ Toiletries and hygiene supplies.
- ◆ Outerwear, as appropriate to the incident, the season, or the climate.
- ◆ A flashlight.
- ◆ Medications (prescription and over-the-counter). (Note: If the medications that you take have a shelf life, always keep the newest medication in your Go Kit. As you finish your medication, use the one in your Go Kit and replace it with new medication.)
- ◆ Snacks.
- ◆ Reading material, portable tape player, or other entertainment for your time off.

If you are deployed regularly, you should assemble these items and keep them available at all times. If you are deployed only occasionally, make a checklist of the items that you want to take so that you can gather them quickly, if needed.

DEPLOYMENT PROCEDURES

Deployment will be a busy time, especially at a large or complex incident. But it need not be confusing for communities that prepare in advance and disseminate deployment information to all involved personnel. Because deployment procedures will vary from community to community, it is best to get specific information locally. There are, however, some guidelines that you can follow that will make deployment easier.

Immediate Deployment Activities

There are several questions that you should ask when you receive notification of your deployment. For example:

- ◆ When should you report and where?
- ◆ What is your emergency assignment?
- ◆ To whom will you report (by name and position, if possible)?
- ◆ About how long should you plan to be deployed?
- ◆ What is your role? Do you have decision-making authority? Are you a supervisor? If so, how many people will you supervise?
- ◆ What procedures are in place for contacting your day-to-day supervisor?
- ◆ How can your family reach you if *they* have an emergency?

You may not be able to obtain all of this information at the time you are activated, but you should gather as much information as you can.

You should also know that you:

- ◆ May be working for someone other than your day-to-day supervisor.
- ◆ May be located either on scene or at the EOC.

Hopefully, your assignment will be matched to your skills.



Check-In and Post-Check-In Activities

You should check in as directed when you are deployed. After checking in, report to your area of assignment as soon as possible. Locate your immediate supervisor to get the information that is critical to performing your job:

- ◆ What is the current situation?
- ◆ What are your specific job responsibilities?
- ◆ Will you have subordinates reporting to you?
- ◆ Who are your coworkers?
- ◆ Where will you work?
- ◆ What equipment is available to help you do your job?
- ◆ What are the procedures for obtaining additional supplies and/or equipment?
- ◆ Who do you see if you need help?
- ◆ What are your work hours?
- ◆ Where will you eat (if appropriate)?
- ◆ Where will you sleep (if appropriate)?

Take notes during your briefing, especially if you will have subordinates working for you. You will have to brief them.

If you are a supervisor, you will have to maintain a log, indicating the names of any personnel assigned to you and the major activities completed during each operational period. ICS Form 214, Unit Log, has been designed for this purpose. An example of ICS Form 214 is included in Appendix B of this course for your reference.

Recordkeeping

All incidents require some form of recordkeeping, but the specific requirements will vary depending on your community's EOP and the nature of the incident. Follow local procedures for documenting your activities. Despite the fact that you will be extremely busy, take your recordkeeping responsibilities seriously. The completeness and accuracy of your records may be critical to documenting the need for State and/or Federal assistance and also may be critical should an event occur that results in future litigation against the community.

Communications

All incident personnel must observe strict radio and/or telephone procedures, using *clear text* (i.e., plain English).

- ◆ *Do not* use the radio or telephone unless authorized to do so.
 - ◆ *Never* use codes when communicating at an incident.
 - ◆ *Always* limit radio and telephone traffic to essential information only.
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DEMOBILIZATION PROCEDURES

At some point, you will be demobilized. Demobilization does not mean just going home. When you are notified that you will be demobilized:

- ◆ Complete all work in progress, unless otherwise directed.
- ◆ Ensure that all of your records and files are up to date.
- ◆ Brief your relief (or, if you are not being relieved, your immediate supervisor) on the status of all work.
- ◆ Brief your subordinates, and introduce your relief, as necessary.
- ◆ Return or otherwise transfer custody of all equipment that you have signed for.
- ◆ Follow the local check-out procedures before leaving the incident area.

Depending on your job and the nature of the incident (e.g., plane crash), you also may be required to attend special incident debriefings and/or a talk with a psychological counselor. These briefings may be called critical incident stress debriefings (CISD). Do *not* ignore these briefings. They are intended to ensure that you are okay and to inform you of special services that may be available to you should you experience physical and/or psychological problems when you return home.

UNIT SUMMARY



Prepare in advance for deployment to an incident—especially if you know that you are on a call-up roster. Preparing a Go Kit that includes all of the work items and equipment that you will need will help ensure that you have everything that you require and will reduce the amount of time between deployment notification and check-in.

Prepare a list of the personal items that you will need if you are deployed. Be sure to include

items such as medication on the list. If you are deployed regularly, assemble these items and keep them available at all times.

Deployment procedures will vary by community and, to some degree, by incident. When you are deployed, try to get as much information as possible about check-in procedures, your work assignment, and your anticipated length of deployment.

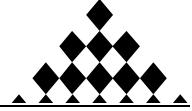
Check in as directed and report to your area of assignment as soon as possible. Locate your immediate supervisor to get the information that is critical to performing your job.

Take notes during your briefing. If you will have subordinates reporting to you, you will have to brief them.

If you are a supervisor, be sure to maintain a log of personnel assigned to you and the major activities completed during each operational period. Whether or not you are a supervisor, follow the documentation procedures for your job that are required by local policy. The completeness and accuracy of your records may be critical to documenting the need for State and/or Federal assistance and may be used if lawsuits are filed following the incident.

Observe radio and/or telephone procedures throughout the incident. Always use clear text during any communication. Limit radio and telephone traffic to essential information only.

When ordered to demobilize, ensure that you have completed all work in progress, that your records are complete, and that your files are up to date. Brief your relief and subordinates, as necessary. *Always* brief your supervisor on the status of your work. Return or transfer custody of all equipment, and follow the established check-out procedures before leaving the area. Be sure to attend any special debriefings that are required.

***NEXT STEPS***

If you believe that you have mastered the information included in this unit, complete the Self-Check Exercise that begins on the next page. When you have completed the Self-Check Exercise, compare your answers with those provided in the Answer Key following the Self-Check Exercise. If you answered all of the questions correctly, continue to the Final Examination. If you answered any questions incorrectly, review the appropriate section(s) of this unit to ensure that you have learned the material. Then, proceed to the Final Examination.

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- Basic Incident Command System (ICS) Independent Study*



1. Your area of assignment may be in any support area.
2. Use the following as a guide to reporting at an incident site. If you are assigned:
 - ◆ To a *Unit* (i.e., within the Planning, Logistics, or Finance/Administrations Sections), report to the *Unit Manager*.
 - ◆ As a *Unit Manager*, report to the *Branch Supervisor*.
 - ◆ As a *Branch Supervisor*, report to the Section Chief.
 - ◆ To any *command function* (i.e., Information, Safety, or Liaison), report to the respective officer.
 - ◆ To the *Communications Center*, report to the *Communications Center Manager*.

A good guide (unless directed otherwise in your community's EOP) is to report *to the next higher-level supervisor in the organization*.

3. Materials required will vary based on area of assignment. Some items to consider are:
 - ◆ Local maps.
 - ◆ Pens, paper, markers.
 - ◆ File folders.
 - ◆ ICS and other forms used on your job.
 - ◆ Standard Operating Procedures (SOPs).
 - ◆ Job aids for your job.
 - ◆ A computer. (Don't forget a supply of disks, a power strip, special software, etc.).
 - ◆ A printer and a supply of paper.

If you will be deployed for an extended period, you will also need:

- ◆ One or more changes of clothing.
 - ◆ A change of footwear.
 - ◆ Outdoor gear (if necessary).
 - ◆ Medications (if necessary).
 - ◆ Toiletries.
 - ◆ Reading material. (You will need to *relax* during your out-of-service time.)
4. Critical areas will vary by area of assignment. Generally, critical areas will include:
 - ◆ Incident status (to the degree that your area is required to know).
 - ◆ The status of your work.
 - ◆ Pending work assignments and other needs (e.g., materials, supplies, personnel, etc.).
 - ◆ Suspense deadlines (i.e., when assignments are due).
 - ◆ Special situations.
 - ◆ Other information as determined by the incident.
 5. Demobilization debriefing items will depend on the incident status at the time you are demobilized, as well as your area of assignment. Debriefing items may include any or all of the items listed under 4, above.